



# POLICY

**SECTION:** General

**NUMBER:** GEN 05/24

**TITLE:** Memorial Policy

**PAGES:** 4

## 1. Policy Statement

The Town of Lac du Bonnet recognizes that citizens may wish to dedicate a memorial bench plaque, in memory of a loved one. For this reason, the Town of Lac du Bonnet has established the following policy.

## 2. Purpose

The purpose of this policy is to allow for the provisions of memorial bench plaques in remembrance of a loved one. Such installations are provided at the cost of the individual purchasing the items. Responsibility of the item(s), within specific parameters, is provided by the policy.

## 3. Application & Dedication

3.1. Subject to the other provisions of this policy memorial bench plaques may be purchased by individuals, organizations or corporations for the following:

- Community of Lac du Bonnet residents (Town or RM) in memory of a deceased loved one;
- Past Community of Lac du Bonnet residents (Town or RM) who are deceased; and
- Persons who are deceased and were resident or non-residents, but who have made a significant contribution to public service, charitable works or volunteering in Lac du Bonnet;

3.2. The Town reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or pet; or a fictional character.

3.3. Application forms attached as '**Appendix A**', must be submitted to Town of Lac du Bonnet via email, in person at the Town Administrative Office, or via mail at Box 339 Lac du Bonnet, MB R0E1A0. Received applications will be reviewed by the CAO and decision will be rendered in accordance with the provisions of this policy and within 30 days of receiving the application.

3.4. The wording in plaques shall always be subject to approval from the CAO or designate. Wording will not be permitted if it:

- Would bring the image of Town in disrepute;

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Signatures:

Mayor

Chief Administrative Officer

- Would be considered discriminatory, derogatory, or offensive according to race, gender, ethnicity, sexual orientation, religion, or similar factors; or
- Represents a registered brand.

#### 4. Inventory

- 4.1. The Town of Lac du Bonnet reserves the right to sell memorial bench plaques on a first come first served basis to those submitting a complete application.
- 4.2. The Town of Lac du Bonnet will maintain a list of available benches without memorial plaques.
- 4.3. The Town of Lac du Bonnet reserves the right to remove or relocate memorial benches if necessary. (ex – Bench is subject to vandalism, the area is subject to redevelopment or servicing upgrades)

#### 5. Costs

- 5.1. The donor shall pay, in advance the full costs as prescribed in the fee table for the purchase and installation of memorial bench plaque.
- 5.2. Donations are non-refundable.

| ITEM                  | FEE            |
|-----------------------|----------------|
| Memorial Bench Plaque | \$250.00 + HST |

#### 6. Duration and Maintenance Memorial Item

- 6.1. All Memorial bench plaques will be installed by the Town of Lac du Bonnet employees.
- 6.2. Memorial bench plaques will be in place for a ten (10) year term from date of installation.
- 6.3. Once the end of the ten (10) year term is reached, the donor will have an opportunity to renew within one month of the term expiry. The donor will be contacted prior to the end of the term, if not able to reach the donor or the donor chooses not to renew, the bench will become available for a new dedication.
- 6.4. The plaque will be returned to the donor at the expiry of the term if requested.
- 6.5. The town is not responsible for the replacement of plaques that have been damaged or stolen.

#### 7. Memorials Outside of Policy

(Example: Trees, statues, monuments, etc.)

- 7.1. All proposals for memorials outside the established guidelines must be submitted in writing to the Chief Administrative Officer (CAO). The submission must include a detailed description of the proposed memorial, including its purpose, design, size, materials, and desired location.
- 7.2. Special requests will be reviewed by the CAO and will be referred to Council for a final decision. Council will assess the proposal based on its alignment with the town standards, the suitability of the location, and the potential impact on public spaces.
- 7.3. Council reserves the right to approve, modify, or reject any memorial. Council's decision will be final, and all special requests are subject to their discretion.

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**8. Responsibilities**

8.1. CAO – shall be responsible for the intake of memorial applications and shall coordinate installations with the Public Works Department, with provisions set forth in this policy.

**9. Policy Review**

9.1. This policy will be reviewed periodically to ensure it remains relevant and effective in guiding the placement and maintenance of memorials in the Town of Lac du Bonnet. Amendments may be made by the Town Council as needed.

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\_\_\_\_\_  
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Chief Administrative Officer

# Town of Lac du Bonnet Memorial Plaque Application Form

  
Chief Administrative Officer